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Transportation

**OFFICIAL USE OF VEHICLES AND MISUSE
REPORTING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy for official use of government owned, rented, or leased vehicles and equipment under the command and control of the 15th Airlift Wing. It implements AFPD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment, and outlines vehicle misuse reporting procedures. This instruction applies to all units assigned, attached, or associated with the 15th Airlift Wing. It does not apply to Air National Guard or United States Air Force Reserve units or members.

SUMMARY OF REVISIONS

All references to ABW have been changed to AW. All references to LRD (Logistics Readiness Division) have been changed to LRS (Logistics Readiness Squadron). Paragraph **3.9**. added. This publication has been revised and must be reviewed.

1. GENERAL. Statutory law contained in 40 U.S.C. section 491 prescribes DoD policy and establishes an effective means of limiting the use of government motor vehicles (GMV) to official governmental purposes only. One simple rule applies with respect to official use of government vehicles:

1.1. ***Restrict the use of DoD motor vehicles, including those rented or leased, to official purpose-only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely for or even to enhance the comfort or convenience of the member(s) is not permitted.***

1.2. Unauthorized use of government vehicles and equipment often results in unnecessary expenditure of funds and public criticism. Although the main goal of Fleet Management within the 15th Logistics Readiness Squadron is to provide quality support, commanders and vehicle managers must know vehicle use restrictions and ensure the base populace is knowledgeable of what constitutes official use. Refer requests not conforming to current governing directives to Fleet Management of the 15th Logistics Readiness Squadron (15 LRS/LGRVM).

1.3. Official Use of Government Vehicles and Equipment. AFI 24-301, Vehicle Operations, contains specific policy guidance on official use of government vehicles. General official use rules listed in **Table 1**. are non-inclusive and are provided to aid unit vehicle control personnel in interpreting official use policy.

2. MISUSE.

2.1. Misuse and/or failure to prevent misuse of government owned or leased vehicles or equipment is punishable under Title 31 U.S.C. section 1349. The unauthorized or willful misuse of a government motor vehicle or equipment can be cause for disciplinary action. Military personnel are subject to the provisions of the Uniform Code of Military Justice or other administrative procedures as deemed appropriate. Civilian personnel are also subject to the provisions of AFI 36-704, Discipline and Adverse Actions. The Civilian Personnel Flight, 15 MSS/DPCE, should be contacted immediately regarding government vehicle misuse by civilians.

2.2. All suspected government vehicle and equipment misuse will be reported to Operators Records and Licensing (OR&L) (15 LRS/LGRV). When notified, an initial joint technical assessment will be conducted with the unit's Vehicle Control Officer (VCO) using this instruction, Air Force directives, and DoD regulations. If the joint assessment reveals a misuse has occurred, OR&L personnel will forward a detailed report to the appropriate unit commander through the Commander, Logistic Readiness Squadron who in turn may request a written reply. If requested, the response must include action taken to prevent recurrence of similar misuse cases. A log will be kept for all suspected cases reported to OR&L and a case file of each substantiated allegation.

3. SAFETY AND SECURITY.

3.1. All vehicle operators (*military and civilian*) are responsible for the safe operation of assigned vehicles. Perform care and maintenance inspections prior to use for all GMVs and document the inspection using the appropriate AF Form 18XX, Operator's Inspection Guide and Trouble Report.

The inspection will be conducted daily before use, or if not used on a daily interval a weekly inspection must be preformed. Operators will sign the back of the form to verify an inspection was completed. The operator will identify and document all mechanical discrepancies and report all safety discrepancies to Vehicle Maintenance customer service or appropriate personnel immediately, but no later than the next duty day. Only vehicle maintenance personnel will perform vehicle maintenance beyond normal operator care responsibilities.

3.2. All operators and passengers will use lap and shoulder restraints (seat belts) if the vehicle is so equipped. The vehicle operator is ultimately responsible to ensure passenger properly restrained. Vehicle operators must adhere to all posted speed limits and ensure all cargo is properly loaded and secured.

3.3. Do not use any tobacco products in GMVs (AFI 40-102, para. 2.2.5).

3.4. Do not eat or drink (this includes bottled water) while operating a GMV.

3.5. Do not take GMVs on unimproved roads unless in direct mission support and vehicle is equipped for unimproved roads.

3.6. If involved in an accident on base while operating a GMV, do not move the vehicle until you have contacted the appropriate authorities. Moving a GMV is permitted only if absolutely required to pre-

vent another accident or when safety is compromised. For off-base accidents, move the vehicle off the road (if possible) and exchange information with the other driver using the DD Form 518.

3.7. Contact Security Forces, ground safety, and unit VCO for on base accidents and include appropriate civilian police officials for off-base accidents.

3.8. If the vehicle is a safety hazard, move it only enough to clear the hazard. For further instructions on what to do if involved in an accident, contact the VCO and refer to Standard Form 91 and Department of Defense Form 518, which are required in every vehicle.

3.9. For safety reasons, operating personnel will comply with local and state rules when operating on public and state roads.

4. TEMPORARY DUTY PERSONNEL VEHICLE USE.

4.1. Transportation may be provided between lodging and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty (TDY) status of the individual does not necessarily justify the use of a government motor vehicle. Use of the vehicle will always be predicated on need, distance involved, and other conditions that justify its use. The base taxi service or aircrew bus service can be used in lieu of a U-Drive-It vehicle. When authorized, a government motor vehicle may be operated at places where the member's presence is required for official business, or between such places and temporary lodging.

4.2. Authorized uses by TDY personnel:

4.2.1. Authorized use of GMVs by TDY personnel differs from use by permanent party personnel. TDY personnel may use GMVs to obtain suitable meals, go to drug stores, barber shops, places of worship, lodging, base exchanges, and all non-appropriated fund activities (i.e., golf courses, rod and gun clubs, bowling alleys, and base theaters on Hickam AFB).

4.3. Unauthorized uses by TDY personnel:

4.3.1. Use of GMVs for transportation to or from any entertainment or recreational facility not mentioned in para. 4.2.1. is prohibited. This includes parking at a restaurant and walking to a prohibited establishment.

4.3.2. Temporary duty personnel will not take step vans (multi-stops) off-base.

4.3.3. Temporary duty personnel will not take GMVs to private quarters on or off-base.

4.3.4. Aircraft tow vehicles, AGE tow vehicles, forklifts, and special equipment will not be driven to the shoppette, Base Exchange, dining facilities, or lodging.

5. PERMANENT PARTY PERSONNEL VEHICLE USE.

5.1. All government vehicles are restricted to official use only and personnel should not create a perception that will reflect unfavorably on the Air Force or cause public criticism. Official use determinations must include all pertinent factors and, at a minimum, should consider whether its use is essential to complete a DoD mission and is consistent with the intended use of the vehicle.

5.2. Authorized uses of GMVs by permanent party personnel.

5.2.1. Official use for active duty personnel includes transportation to or from Air Force scheduled appointments (i.e., record checks, dental appointments, hospital outpatient appointments, etc).

5.2.2. Personnel conducting business off-base are authorized to stop and eat at reputable eating establishments within the immediate proximity of the official work site.

5.2.3. Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades, and field demonstrations (i.e., parades at other military bases on Hawaii). This is not to be interpreted as authority to transport family members or friends invited to attend activities such as retirements, promotions, awards ceremonies, funerals, or other similar type functions.

5.2.4. When authorized transportation to Honolulu International Airport, family pets can be transported on a space available basis provided it is not detrimental to the mission. The size of scheduled vehicle will not be increased to accommodate the pet. It is the member's responsibility to ensure the pet is secure (leashed or caged). Any damage caused by the pet will be charged to the pet's owner.

5.2.5. Child Development Centers (CDCs) are authorized limited support for CDC sponsored activities. Support is based on vehicle and operator availability, provided it is not detrimental to the mission. In some cases approval by the installation commander may be required.

5.2.6. Medical patients are authorized transportation to and from the Tripler Army Medical Center (TAMC). Transportation of family members is the responsibility of the sponsor. However, dependents may use publicized, regularly scheduled shuttle buses on a space-available basis.

5.2.7. Air National Guard personnel are authorized transportation in accordance with local established directives. All transportation requests for Air National Guard personnel support will be coordinated through the Air National Guard unit.

5.2.8. Chapel programs are authorized special program transportation based on vehicle availability, driver availability, and chapel funding, provided it is not detrimental to other missions. However, requests to support activities such as picnics, special groups, social activities, renewal activities, chapel youth trips, or summer camps must be submitted well in advance. Overnight trips require chapel personnel to be on official funded orders. If not on official funded orders, the trip is considered unofficial and therefore not authorized official transportation. All other administrative chapel transportation support is provided according to the same limitations as for other organizations.

5.2.9. Bus transportation in support of DoD-authorized Services programs and Family Service Center programs may be provided when such support is not detrimental to the Air Force mission.

The installation commander is the approval authority. Request must be coordinated with 15th Services Squadron and 15th Logistics Readiness Squadron prior to installation commander approval.

5.3. Unauthorized uses of GMVs for permanent party personnel are the same as TDY personnel with the following additions:

5.3.1. All transportation of dependents is the sole responsibility of the military sponsor.

5.3.2. Individual members will not be provided base-level transportation and operator support, including U-Drive-It (UDI) for house hunting. The Housing Office can, if circumstances dictate, transport personnel using organizational vehicles.

5.3.3. Exclusive assignment of GMV (owned, rented, or leased) to one official or employee based on grade, prestige, or personal convenience is unauthorized.

5.3.4. Transportation to an on-base dining facility is a personal responsibility. Only individuals with special authorization by the installation commander may take a GMV to the dining facility. Others who can fully justify this privilege must forward the request through Vehicle Management for review and routing for consideration by 15 MSG/CC for approval by the installation commander.

5.3.5. Do not use GMVs for personal or household moves. The Traffic Management Office (TMO) authorizes appropriate moving entitlements. Only under emergency conditions can GMVs be used to support TMO moves and must be approved by the installation commander.

5.3.6. Unless conducting official duties or on TDY status, do not use or park GMVs at commissaries, banks, post offices, base exchanges, bowling centers, officer or enlisted clubs, gymnasiums, or any Non-Appropriated Fund (NAF) activity.

5.3.7. Except for base varsity sports teams, personnel on permissive TDYs are not authorized appropriated transportation. Scheduled space available transportation may be used without added expense to the government.

5.3.8. Use of GMVs for transportation to any entertainment or recreational facility is prohibited for all permanent party personnel.

Table 1. General Vehicle Official Use Rules.

R U L E	Official Requesting Transportation:	And Transportation is required for:	Then Transportation is:
1	Permanent Military personnel, DoD civilian employees, approved contractors using government provided vehicles	Personal errands, sight seeing trips, shopping at on/off-base malls, shoppettes, commissaries, recreational centers, bars, night clubs, fishing trips	Not authorized. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. (AFI 24-301)
2	Permanent Military personnel, DoD civilian employees, approved contractors using government provided vehicles	Traveling to and from on base or off-base quarters	Not authorized unless the military member or DoD civilian employee is authorized domicile to duty transportation. (AFI 24-301)

R U L E	Official Requesting Transportation:	And Transportation is required for:	Then Transportation is:
3	Spouses of military members or DoD civilian employees	Traveling independently to or from an official function when it is impractical for the official to accompany the spouse en route	Authorized only when the military member or DoD civilian employee is authorized domicile to duty transportation. (AFI 24-301)
4	Spouses of military members or DoD civilian employees	Traveling to or from medical outpatient or dental appointments	Authorized only when traveling on a regularly scheduled base mass transportation on a SPACE A basis. (AFI 24-301)
5	Military members or DoD personnel on Permissive TDY status	Any purpose	Not Authorized. Personnel on permissive TDY are not authorized dedicated transportation support (AFI 24-301)
6	Military members or DoD personnel on TDY status	Travel between billeting and duty location(s) required to conduct official duty	Authorized (AFI 24-301)
7	Military members or DoD personnel on TDY status	Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging	Authorized (AFI 24-301)
8	Military members or DoD personnel on TDY status	To or from off-base entertainment or recreational facilities	Not Authorized (AFI 24-301)
9	Military members or DoD personnel on TDY status	On-base eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for sustenance of member	Authorized (AFI 24-301)

6. OFFICIAL USE VIOLATIONS.

6.1. Vehicles are subject to towing, lock up, and/or recall if found in an unauthorized location. Suspected incidents of vehicle abuse or misuse will be reported to the 15 LRS/LGRV Operator Records and Licensing for investigation. Violators are personally responsible for their return transportation to base.

7. PERMISSIBLE OPERATING DISTANCE (POD).

7.1. The POD for Hickam AFB is established for official government business and includes the island of Oahu.

8. MISUSE REPORTING.

8.1. Definition of misuse: The unofficial use or use for personal reasons (comfort, convenience) other than furthering the Air Force mission.

8.2. Vehicle misuse and/or failure to prevent misuse is punishable under Title 31 U.S.C Section 1349.

8.2.1. Military personnel are subject to disciplinary actions under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

8.2.2. Civilian personnel are subject to suspension from duty by SECAF, without pay, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

8.3. All personnel have a responsibility to report fraud, waste, and abuse. This includes the misuse of government vehicles of all types (scooters, equipment).

8.3.1. Take the following steps to report a suspected misuse

8.3.2. Write down the date and time of suspected misuse, location (be specific), vehicle registration (plate number), and drivers name if known.

8.3.3. Contact 15 LRS/LGRV, Operators Records and Licensing section. The report can be taken anonymously or you can leave your name and number in case additional questions arise.

8.3.4. The information given will initiate a suspected misuse case and the unit vehicle control personnel and/or unit commander will be asked to conduct an investigation.

8.3.5. Unit commanders will ensure proper corrective actions are taken in connection with all substantiated allegations of vehicle misuse.

8.4. Vehicle Control Personnel will:

8.4.1. Take appropriate measures to prevent misuse, abuse, or damage to government vehicles. This includes government owned, rented, or leased vehicles and equipment under the command and control of the 15th Airlift Wing.

8.4.2. Conduct and document monthly vehicle safety orientation and education briefings. They will include items on Official Use and Misuse Reporting.

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